

**CLASS TITLE****WAREHOUSE WORKER****Class Code: 02171100****Pay Grade: 11A****EO Code: H****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To engage in a variety of warehousing activities including the receipt, storage and issuance of a variety of materials and supplies; to drive a truck with a load carrying capacity in excess of (5) tons in the pick up or delivery of materials and supplies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direct supervision of a superior from whom general and specific work assignments and detailed instructions are received; work is reviewed in process and upon completion for compliance with instructions and conformance to established warehouse work procedures.

**SUPERVISION EXERCISED:** None.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To engage in a variety of warehousing activities including such functions as: the physical loading and unloading of trucks, trailers and rail cars; the movement of materials and supplies to and from assigned storage areas using material handling equipment such as forklifts and electric jacks as well as the operation of a freight elevator for moving goods from one floor level to another; and the assembling of stored materials and supplies for shipment.

To drive a truck with a load carrying capacity in excess of (5) tons in the pick up or delivery of a variety of stored materials and supplies.

To periodically rotate stored materials and supplies to insure a "first in-first out" concept of an effective receipt, storage and delivery system.

To engage in warehouse and adjacent area housekeeping services including sweeping up in and around an assigned storage area, maintaining proper temperature and ventilation control in the assigned storage area, and the making of any necessary minor repairs to damaged containers, cartons and boxes holding such materials and supplies.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the State Motor Vehicle Codes relative to the safe operation of a motor vehicle with a load carrying capacity in excess of (5) tons; a familiarity with general warehousing operations involving the receipt, physical handling, storage and delivery of materials and supplies; a familiarity with material handling equipment and the skill to operate same; the physical ability to perform a variety of manual tasks in the performance of warehousing activities; the ability to understand and carry out oral and written instructions; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: completion of ten school grades; and

**Experience:** Such as may have been gained through: employment involving manual labor in the receipt, storage and/or delivery of materials and/or supplies in a stockroom or storage area within a public, private or industrial setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must possess the proper operator's license in conformance to the requirements of the Rhode Island Registry of Motor Vehicles to operate the above-described motor vehicle and must maintain such licensure as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03